

***Stanford 10* Administration for Home School and Other Non-Accredited Programs**

All Home School and other Non-Accredited Alternative Instruction Programs (13-27-3) are required to test grades 2, 4, 8, and 11 using the *Stanford Achievement Test Abbreviated Battery, Form D* (SAT 10). The SAT 10 test materials will be provided by the state and must be ordered through local school districts. Other nationally standardized achievement tests may be used but will be provided at the expense of the child's parent or guardian. If a home-school parent uses a test other than the SAT 10 provided by the public school district, a copy of the test results must be provided to the public school.

Spring 2007 Administration: Critical Dates	
March 19–23, 2007	Material shortages and requests for additional assessment materials must be reported to the Harcourt Customer Support Center at 1-800-763-2306. <i>Requests received after this date may not arrive in time for the administration and will be shipped at the district's expense.</i>
April 2–20, 2007	SAT 10 Administration (Home School)
April 25, 2007	LAST DAY for scorable documents to be picked up by UPS
April 27, 2007	LAST DAY for scorable documents to be delivered to Harcourt Assessment's Scoring Center
June 1, 2007	Districts receive SAT 10 (NRT) reports

***Dakota STEP* assessment materials are NOT to be used for Home School or other Non-Accredited Alternative Instruction Programs.**

**For questions or additional information, contact the
Harcourt Customer Support Center at 1-800-763-2306.**

Activities Before Administration

The administration of the *Stanford Achievement Test Abbreviated Battery, Form D* (SAT 10) should be administered during the *Dakota STEP* administration period of **April 2–20, 2007**. Contact parents of students in Home School and other Non-Accredited Programs to make arrangements and order assessment materials if necessary.

Order Assessment Materials for Home School and Other Non-Accredited Programs

Inventory the unused SAT 10 test materials that your district has in storage BEFORE placing your order. Compare the test materials on hand to the number of students to be tested, and order only the additional materials needed.

Assessment materials for Home School and other Non-Accredited Programs will be ordered through the Customer Support Center. Additional information and instructions for placing orders for testing materials at grades 2, 4, 8, and 11 was provided by the South Dakota Director of Assessment in November and December 2006. Please e-mail customersupportcenter@harcourt.com to request the order form for these materials if you do not have access to it prior to February 1, 2007.

Receive and Inventory Assessment Materials for Home School and Other Non-Accredited Programs

Verify the contents of the SAT 10 assessment materials shipment against the quantities indicated on the packing slip and determine if there are sufficient assessment materials for each test administrator and student.

If there is a discrepancy between the packing list and the quantities received or if additional assessment materials are needed, contact the

Harcourt Customer Support Center
at **1-800-763-2306** or
customersupportcenter@harcourt.com.

Organize the assessment materials by administrator to facilitate distribution prior to administration. Retain the shipping cartons for use when returning assessment materials to Harcourt Assessment.

Ensure the Security of Assessment Materials

Test security agreements and affidavits must be completed prior to the administration of the *Stanford Achievement Test* for Home School and other Non-Accredited Programs. By signing these documents, you are agreeing to exercise necessary precautions and to follow established procedures that will ensure the security of the content of all assessment materials.

Before the administration of the *Stanford Achievement Test*,

1. **Fill in the title of the *Stanford Achievement Test* (SAT 10) assessment on the *Test Security Agreement* and the *Test Security Affidavit*.**
2. **Review and sign the *Test Security Agreement* for test coordinators.**
3. **Copy and disseminate the *Test Security Affidavit* to all test administrators and collect the signed documents prior to distributing assessment materials.**

Test coordinators are to enter the date and quantity of assessment materials distributed to and returned from each test administrator on the *Test Security Affidavit*.

4. **After administration of the *Stanford Achievement Test*, send the original *Test Security Agreement* and *Test Security Affidavits* to:**

Gay Pickner
c/o South Dakota Department of Education
700 Governors Drive
Pierre, SD 57501

5. **Retain a copy of the *Test Security Agreement* and each *Test Security Affidavit* for your records.**

Distribute Assessment Materials to Test Administrators

Distribute test materials to test administrators and verify that an accurate accounting of materials is maintained. Emphasize the importance of following test security guidelines and instructions provided in the *Stanford Achievement Test Directions for Administering*.

Activities After Administration

Collect Assessment Materials

Collect all Home School assessment materials from administrators. Separate the scorable answer documents from the non-scorable assessment materials and continue with the verification and organization process of the scorable documents.

Store all unused and reusable test materials for grades 2, 4, 8, and 11 in a secure area for use in future administrations. Prepare accurate documentation regarding the grade levels and quantities of SAT 10 test materials in storage and where the test materials are stored. Keep this information in a file accessible to other administrative personnel.

Organize Student Response Booklets

Separate the test materials for all students participating in Home School and other Non-Accredited Programs. Organize these answer documents by administrator group and ensure that:

- ☐ Student answer documents have been received from ALL administrators.
- ☐ Student responses have been made with black, soft-lead (No. 2) pencils. Light marks and marks made with colored pencils, ink, or felt-tipped pens cannot be properly scored, and these should be marked over with a black, soft-lead (No. 2) pencil.
- ☐ Student information that is written above the circles in each box of the answer documents is accurately gridded below the information.

Complete the Scoring Service Identification (SSID) Sheets

Complete an SSID sheet for each test administrator's group of answer documents. Place the SSID sheet for each group on top of the answer documents and secure with a paper band.

- ☐ Fill in and grid the school name and code. Reports will be sent to this location.
- ☐ Verify that the appropriate grade has been entered and gridded.
- ☐ Verify that each SSID sheet has the correct number of documents entered and gridded.
- ☐ Ensure that all paper-banded bundles have completed information on the paper band.


The following information must be completed on SSID sheets:

SIDE 1:	
(A) GRADE	Print the grade.
(B) TEACHER, COUNSELOR OR GROUP	Print the name of the test administrator.
(C) GRADE	Fill in the circle for the grade.
(D) NUMBER OF DOCUMENTS	Fill in the total number of answer documents for each test administrator. Number must be right-justified; enter leading zeros.
(E) SCHOOL NAME and CODE	Fill in and grid the name and code of the school (where reports will be sent).
(F) SCORING CENTER USE	HOME SCHOOLS ONLY Grid "8" in columns 1, 2, and 3.
(G) SCORING CENTER USE	ALL OTHER NON-ACCREDITED PROGRAMS Grid "9" in columns 1, 2, and 3.

A sample SSID sheet is provided on the following page.

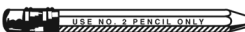
Sample of an SSID Sheet (SIDE 1)

SIDE 1



SCORING SERVICE IDENTIFICATION SHEET
FOR USE WITH NCS DOCUMENTS
UNDER DOC. NO. 5-1-2001.

THE SPECIFIC DIRECTIONS FOR THE USE OF THIS SHEET ARE GIVEN IN THE MATERIALS PROVIDED FOR THE TEST OR SURVEY BEING ADMINISTERED. PLEASE READ THEM.

C  **B**

PLEASE SUPPLY THE FOLLOWING INFORMATION:

SYSTEM _____

CITY _____ STATE _____

SCHOOL _____

GRADE _____ IF APPLICABLE TEST DATE(S) _____

TEACHER, COUNSELOR OR GROUP _____ IF DOCUMENTS BEING GROUPED WITHIN SCHOOL

SCHOOL NAME _____ **E**

PRINT THE SCHOOL NAME IN THE ROW OF BOXES, ABBREVIATING IF NECESSARY TO FIT THE TWENTY SPACES. MARK THE CORRESPONDING CIRCLE BELOW EACH BOX.

GRADE																			
MARK ONLY ONE																			
PRE-K	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
K	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
1	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
9	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
10	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
11	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
12	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
13	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
14	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
15	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
16	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
(USE ONLY WITH PUBLISHER'S ADVICE)																			
UNGRADED	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
OTIS-LENNON SEPARATE DOCUMENTS TAKEN?																			
<input type="radio"/> YES <input type="radio"/> NO																			

NUMBER OF DOCUMENTS

PRINT ONE NUMERAL PER BOX, RIGHT JUSTIFIED (e.g., 0032); THEN MARK THE CORRESPONDING CIRCLES

0	0	0	0
1	1	1	1
2	2	2	2
3	3	3	3
4	4	4	4
5	5	5	5
6	6	6	6
7	7	7	7
8	8	8	8
9	9	9	9

SCHOOL CODE (optional)

0	0	0	0	0	0	0	0	0	0
1	1	1	1	1	1	1	1	1	1
2	2	2	2	2	2	2	2	2	2
3	3	3	3	3	3	3	3	3	3
4	4	4	4	4	4	4	4	4	4
5	5	5	5	5	5	5	5	5	5
6	6	6	6	6	6	6	6	6	6
7	7	7	7	7	7	7	7	7	7
8	8	8	8	8	8	8	8	8	8
9	9	9	9	9	9	9	9	9	9

FOR SCORING CENTER USE

1	2	3	4	5	6	7	8	9	10	11	12	13	14
0	0	0	0	0	0	0	0	0	0	0	0	0	0
1	1	1	1	1	1	1	1	1	1	1	1	1	1
2	2	2	2	2	2	2	2	2	2	2	2	2	2
3	3	3	3	3	3	3	3	3	3	3	3	3	3
4	4	4	4	4	4	4	4	4	4	4	4	4	4
5	5	5	5	5	5	5	5	5	5	5	5	5	5
6	6	6	6	6	6	6	6	6	6	6	6	6	6
7	7	7	7	7	7	7	7	7	7	7	7	7	7
8	8	8	8	8	8	8	8	8	8	8	8	8	8
9	9	9	9	9	9	9	9	9	9	9	9	9	9

CALCULATOR NORMS

☐ YES ☐ NO

TPC 81540 1 2 3 4 5 6 7 8 9 10 11 12 A B C D E 015-4778-07-9 P806

Complete the Master File Sheet (MFS)

Complete the *Master File Sheet* for Home School and other Non-Accredited Programs. Place this *Master File Sheet* on top of the bundle(s) of answer documents.

Example of a Master File Sheet

Harcourt Assessment
Master File Sheet

Page 1

District: HAPPY HOUSE
Code: 26001
Contact: John Doe
Address: 123 MAIN

ABERDEEN SD 12345
Telephone: (605) 555-1212

Building Number	Building Name	Grade	Number of Groups	Number of Documents
2600188	HOME SCHOOL	02		
		04		
		08		
		11		

TOTALS: _____

For Scoring Center Use	Receiving Number	Order Number	Date Received
	Testing Program SD-OHS	Est N-Count	

Pack SCORABLE Materials

Place the SCORABLE answer documents in the WHITE ENVELOPE provided in your *Test Coordinator's Kit*. **This envelope should be placed in Box 1 of your shipment of *Dakota STEP* scorable answer documents.**

Thank you for your time and effort ensuring the successful administration of the *Stanford Achievement Test*.